



City of Kirkland Request for Proposal

Recreation Registration and Facility Booking Software

Job # 14-16-IT

Issue Date: Tuesday, February 16, 2016

Due Date: 4 p.m. (Pacific Time), Monday, April 18, 2016

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

Recreation Registration and Facility Booking Software

File with Purchasing, Finance Department, 123 5th Ave, Kirkland WA, 98033 as follows:

Proposals received later than **4 p.m. (Pacific Time), Monday, April 18, 2016** will not be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov/> Locate by clicking on "Business" at the top of the webpage and then "Request for Proposals" under "Doing Business with the City." Call 425-587-3123 if you are unable to access RFP documents online.

The City of Kirkland reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

Dated this 16th day of February, 2016

Barry L. Scott, C.P.M.
Purchasing Agent

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Chapter I: General RFP Information

Chapter I: General RFP Information

OBJECTIVE OF THIS RFP

INTRODUCTION AND BACKGROUND

The City of Kirkland is currently using Class (Active Network) Registration and Facility Booking software. The software will be at EOL (End of Life) on 12/1/2017. Our goal is to select and implement a new Registration and Facility Booking software system with a live date of August 17, 2017. This date was chosen to start using the new system when a new registration session begins so the complete session will be on the new system.

CURRENT KIRKLAND ENVIRONMENT

Currently we run approximately 2,500 classes per year with more than \$1.5 Million in payments. We encourage our customers to use our website for registrations. The site address is: KirklandParks.net.

We also bring in approximately \$100,000 in revenue per year from Facility Rentals. Slightly more than 30% of that is for field rentals.

OBJECTIVE OF THE PROJECT

The purpose of this RFP is to solicit proposals from vendors qualified to provide a Registration and Facility Booking System for the City of Kirkland Parks and Recreation Department

We will consider proposals from single vendors or from multiple vendors working as a team. The ideal vendor(s) will have experience in implementing Registration and Facility Booking systems to local government agencies of similar size to Kirkland, and in larger agencies.

THE CITY OF KIRKLAND

The City of Kirkland is located just across Lake Washington from Seattle, Washington, and just north of Bellevue with some contiguous borders. Kirkland is the second largest city on the eastside of Lake Washington, and the twelfth largest in the State of Washington. Our population is approximately 81,000. A full [community profile](http://KirklandWa.gov) can be found on our website: KirklandWa.gov.

Chapter I: General RFP Information

REQUESTED SERVICES

We are looking for a vendor to supply, implement, and support a Parks Registration and Facility Booking software system.

The selected vendor will provide a system that will:

- Provide a web site for customers to self-register for courses and reserve facilities.
- Provide a simple user interface for office users to program courses.
- Provide flexible customer management.

Detailed requirements are on Form #5. We do not expect that every vendor responding will be able to provide all features in the requirements, and we do not currently plan to implement every feature in the requirements. Rather, we will select a vendor who can meet our most critical current needs well and who may be able to supply additional functionality if our programs expand in the future.

RFP OFFICIAL CONTACT

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the RFP Coordinator.

Name: Dawn Wilander, Sr. Applications Analyst

Address: City of Kirkland
Information Technology
123 5th Avenue
Kirkland, Washington 98033

Telephone: (425) 587-3065

E-mail: dwilander@kirklandwa.gov

Chapter I: General RFP Information

PROCUREMENT SCHEDULE

The procurement schedule for this project is as follows:

Note: The City reserves the right to adjust this schedule as necessary.

Milestone	Date
Release RFP to vendors	February 16, 2016
Vendor Questions (if any) and letter of intent due	March 1, 2016
Answers to RFP Questions released	March 15, 2016
Proposal responses due	April 18, 2016
Short List Finalists selected	May 2, 2016
Short List Scripted Vendor interviews (please reserve this date)	May 16 - 20, 2016
Contract Negotiations with Finalist	May 27 – June 23, 2016
Vendor Selection / Award	June 30, 2016
Work begins	August 1, 2016

Chapter I: General RFP Information

LETTER OF INTENT

Vendors wishing to submit proposals are encouraged to provide a written letter of intent to propose by March 1, 2016. An email attachment sent to dwilander@kirklandwa.gov is acceptable. The letter must identify the name, address, phone, and e-mail address of the person who will serve as the key contact for all correspondence regarding this RFP.

A letter of intent is required in order for the City to provide interested vendors with a list of any questions received and the City's answers to those questions. Those providing a letter of intent will also be notified of any addenda that are issued. If a letter of intent is not submitted, it will be the vendor's responsibility to monitor the website to get answers to any questions.

A list of all vendors submitting a letter of intent will be available upon request.

Those who choose not to provide a letter of intent will be responsible for monitoring the City's purchasing webpage for any addenda issued for this RFP.

QUESTIONS REGARDING THE RFP

Vendors who request a clarification of the RFP requirements must submit written questions to the RFP Coordinator by 4 p.m. (PST) by March 1, 2016. Written copies of all questions and answers will be provided to all vendors who have submitted letters of intent. An email attachment sent to dwilander@kirklandwa.gov is acceptable. Responses to all questions submitted by this date will be emailed to vendors who submitted a letter of intent by 12:00 p.m. on March 15, 2016.

COOPERATIVE PURCHASING

[RCW 39.34](#) allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

Chapter I: General RFP Information

PROPOSAL PREPARATION

General Information

It is important that all bidders read this section carefully. Failure to comply with these instructions may result in your proposal being removed from consideration by the City.

Vendors must prepare proposals using word processing software and electronic versions of the forms provided in Chapter II of this RFP. The City of Kirkland is using a “forms-based” approach to this procurement. This will allow all the bids received to be compared in a meaningful (i.e., “apples-to-apples”) way. The RFP contains, in addition to the General RFP Information, a series of Response Forms.

PROPOSAL SUBMISSION

The following provides specific instructions for submitting your sealed proposal.

Due Date:	<i>Proposals must be received by the Purchasing Agent no later than April 18, 2016, at 4 p.m. (Pacific Time).</i> Late proposals will not be accepted nor will additional time be granted to any vendor unless it is also granted to all vendors. Proposals sent by email must be time stamped as received by Kirkland’s system by 4:00 p.m. Emailed proposals must be in either MS Word or PDF format. All proposals and accompanying documentation will become the property of the City and will not be returned.
Number of Copies:	An electronic copy of the vendor’s proposal, in its entirety, must be received as specified above. The City will not accept facsimile.
Address for Submission:	City of Kirkland Attn: Purchasing Agent Recreation Registration and Facility Booking Software Job#14-16-IT 123 5th Ave Kirkland, WA 98033 purchasing@kirklandwa.gov

Chapter I: General RFP Information

EVALUATION PROCEDURES

The RFP coordinator and other staff will evaluate the submitted proposals.

The evaluators will consider how well the vendor's proposed software meets the needs of the City as described in the vendor's response to each requirement and form. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the City select the vendor with the best combination of attributes, including price, based on the evaluation factors. The City reserves the right to require that a subset of finalist vendors make a presentation to a selection team.

Chapter I: General RFP Information

Chapter II: Required Proposal Response Forms

The proposal must provide a summary of the firm's qualifications to perform the duties outlined in the requested services section. This chapter contains forms vendors must complete to submit their proposals. Vendors must complete all the forms in this chapter as well as other requests for information contained herein. The following forms are included:

- 1) Cover Letter
- 2) Proposal Summary
- 3) Acceptance of Terms and Conditions
- 4) General Supplier Information
- 5) Requirements
- 6) Price Proposal
- 7) Customer Reference
- 8) Key Project Staff Background Information

In addition to the included forms, vendor must provide at least two sample reports from previous similar work. Sensitive customer information may be redacted if necessary.

PROPOSAL PREPARATION INSTRUCTIONS

To prepare your proposal, follow these instructions:

1. Open the electronic version of the forms of this RFP. Please use these forms and do not put them in another format.
2. If applicable, use copy and paste commands, copy sections *and* forms as necessary and paste them into a new file. Save the new file.
3. Complete all of the forms in your word processing and spreadsheet applications.
4. Please create a table of contents with page numbers.
5. Delete instructions (i.e., verbiage contained in brackets) from each form.
6. When your proposal is finished, refer to the proposal submission instructions in this document.

Submission Format

The proposal must be submitted in the specific Form sequence noted below.

Please create a Table of Contents with page numbers.

FORM 1: COVER LETTER

[Use this space to compose a cover letter for your proposal. All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. NOTE: The cover letter is not intended to be a summary of the proposal itself; this is accomplished in Form 2.]

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the City."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
5. Proposals must state the proposer's federal and state taxpayer identification numbers.
6. Please complete and attach the following documents from the Attachments section of this RFP:
 - Non-Collusion Certificate
 - Non-Disclosure Agreement
 - Professional Services Agreement

TEXT WITHIN THE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 2: PROPOSAL SUMMARY

[Use this form to summarize your proposal and your firm's qualifications. Additionally, you may use this form at your discretion to articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.]

Your proposal summary is not to exceed two pages.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR PROPOSAL SUMMARY.]

Appendices

[Use this space as needed for page 2 of your proposal summary.]

FORM 3: ACCEPTANCE OF TERMS AND CONDITIONS

[Use this form to indicate exceptions that your firm takes to any terms and conditions listed in this RFP, including the Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

Form 3 is electronically embedded in this document. Please “click” on the icon below to open this document.



Form 3 - Acceptance
of Terms & Conditions

Please embed your completed Form 3 in this section.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED AND REPLACED BY YOUR RESPONSE.]

FORM 4: GENERAL SUPPLIER INFORMATION

[Use this form to provide information about your firm.

Please note that Form 4 has a section for the Supplier's information and a separate section that needs to be completed if the Supplier is using a 3rd party implementation partner, systems integrator or VAR to provide implementation, training and other professional services related to this RFP.

Form 4 is electronically embedded in this document. Please "click" on the icon below to open this document.



Form 4 - General
Supplier Information

Please embed your completed Form 4 in this section.

THE TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 5: REQUIREMENTS

[We do not expect that every vendor responding will be able to provide all features in the requirements, and we do not currently plan to implement every feature in the requirements. Rather, we will select a vendor who can meet our most critical current needs well and who may be able to supply additional functionality if our programs expand in the future.]

Ref #	Requirements	Vendor Response			
	General Requirements	Y	N	C	Comments
G1	The proposed system meets regulatory requirements such as PCI and HIPPA and other applicable State/Federal laws.				
G2	Vendor will provide prompt notice to the City of any confirmed or suspected security breaches. Notice will be provided by email and telephone to the City's primary IT and business contacts.				
G3	The City requires that our data remains our property and must be managed in accordance with the records laws of the State of Washington. Describe your policy for securely managing personal data and the sharing of data with any 3 rd party sources.				
G4	How many customers are using your proposed solution? Who is your biggest customer? Your smallest?				
G5	Is licensing named user or concurrent? Please include your licensing agreement as an attachment to this document.				
	Technical	Y	N	C	Comments
T1	Is the proposed solution cloud based, self-hosted client\server, or a hybrid solution?				
T2	If cloud based, would we have access to export data? Describe how we would be provided access.				

Appendices

T3	If cloud based, please describe any storage limitations. Include cost estimates for additional storage.				
T4	If self-hosted, do you anticipate requiring your clients to move to a cloud based solution in the future? If so, when?				
T5	If self-hosted, how many servers are required? Are virtual servers supported? Please describe the servers' functions.				
T6	Does the proposed solution use SQL Server as the RDBMS? If so, what is the latest version supported? Is Standard Edition sufficient? If not SQL Server, then what database platform is it?				
T7	The City requires a 'sandbox' or test system to test upgrades and processes. Describe how you would provide this.				
T8	Is there the ability to change field descriptions, modify screens, create value lists, and/or other custom modifications within the proposed solution? Please describe.				
T9	Are customizations to the proposed system overwritten during software upgrades?				
T10	Is the proposed solution able to interface with other (SQL Server based) City systems such as finance and work order systems?				
T11	Is user security integrated with Active Directory?				
T12	Does the system support digital signature pads?				
T13	Does the system provide automated network client installs and upgrades?				
T14	If there is client software, can it be virtualized (AppV)?				
T15	What Windows versions are supported on clients? Server?				
T16	What email system do you integrate with, if any? How is the integration accomplished?				
T17	What programming language is your product written in?				

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T18	The City expects annual maintenance will include all updates, upgrades and enhancements to the proposed solution. Describe how your solution meets this requirement.				
T19	How often are patches released? Major releases?				
T20	What are your support hours? Please include your SLA as an attachment to this document.				
T21	Can end users call support for 'how to' questions?				
T22	Is there 24 hour support through a web portal?				
T23	Describe your escalation process for issues that are not resolved during the initial call.				
T24	Describe how problems and/or bugs are reported, fixes developed and deployed, status tracked, and customers kept informed for the proposed solution.				
T25	Describe your process for receiving, evaluating, and implementing requests for enhancements to the proposed solution after implementation.				
T26	Do you have an offsite disaster recovery solution? Please describe				
T27	Attach diagrams and other documentation describing the proposed Application Architecture, e.g., application servers, clients, middleware, etc. Show the interaction of the components. Attach and/or describe the proposed solution's open architecture standard, include middleware, APIs, etc. Indicate where processing takes place and where processing power is critical.				
T28	How much, on average, do support costs increase per year?				
T29	Would we be able to convert part or all of our current data? In particular:				
	- Names				

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	- Birthdate and birthdate alternative (i.e. 'Adult', 'Senior')				
	- Addresses				
	- Email Addresses and privacy flags				
	- Phone Numbers				
	- Courses Taken				
	- Course Catalog				
	- Facilities				
T30	Is there a purge function for removing old transactions?				
T31	Is there a regional and/or national users group? If so, describe your role.				
T32	Describe your training program, including training for administrators, technical support staff, and end users.				
T33	Describe the documentation provided for the end user with your software. Describe the documentation provided for the system administrator with your software				
T34	Are transactions made in person and online real-time?				
T35	Can reports, contracts, and waivers be personalized with our logo?				
T36	Does the proposed software have a mobile client? If so, please describe functions that will work on a mobile client.				
	Functional	Y	N	C	Comments
F1	Administration				
F1.1	Is there a management dashboard?				
F1.2	Can the software manage wait lists? Can customers add themselves to a wait list?				
F1.3	If a spot in a class or a facility opens up, is the spot reserved for the first person on the wait list? Is staff notified automatically when spot opens up?				

Appendices

F1.4	If a name is misspelled, does the system suggest a name?				
F1.5	Is there the ability to do a lottery enrollment?				
F1.6	Is there any social media integration?				
F1.7	Is there a way to mass notify people of a cancellation, etc.?				
F1.8	Does your product integrate with Microsoft Office? e.g. export to Excel, Word.				
F1.9	Is there ID Card printing ability?				
F1.10	Can alerts be set on accounts and courses?				
F1.11	Can documents be attached to a customer record or facility booking?				
F1.12	Can multiple parks, facilities, or class schedules be displayed on one screen for?				
F1.13	Is there a customer contact log?				
F1.14	Are the following modules/functionality available in the proposed solution? Some are modules we do not currently use, but may want to use in the future:				
	Parks/fields maintenance				
	Facility/field availability				
	Volunteer management (scheduling, hours worked, type of work performed)				
	Mobile functionality				
	Brochure export				
	Membership				
	ID Cards				
	Point of Sale				
	League Scheduling				
	Field lighting management				
	Equipment/locker rentals				

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F1.15	Can class or facility cancellation fees be calculated automatically, with different fees for different classes and facilities?				
F1.16	Do you have on-line manuals and help features? Describe the on-line help features.				
F1.17	Are there training manuals available for in-house or vendor supplied training classes?				
F1.18	Can duplicate accounts be merged?				
F1.19	Can refunds be processed in a batch?				
F2	Class Registration	Y	N	C	Comments
F2.1	Is there course eligibility management (age by date, ability, etc.)?				
F2.2	Can a course have a unique start date?				
F2.3	Can courses and/or seasons be copied from one session to another?				
F2.4	Can a warning be displayed if a client adds a second class at the same time the client is already registered for another class?				
F2.5	Can courses be prorated?				
F2.6	Are drop in programs supported?				
F2.7	Is there a multi-child class discount option?				
F2.8	Is there the ability to track the levels of courses taken, e.g. for position in a swimming class?				
F2.9	What information is on the registration screen?				
F2.10	Can course receipts be sent via email?				
F2.11	Can alerts be set on accounts or courses?				
F2.12	Is there van trip management?				

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F2.13	Is there the ability to opt in for text messages?				
F3	Online Registration	Y	N	C	Comments
F3.1	Can the site be customized to “look and feel” like our City website: kirklandwa.gov ?				
F3.2	Can customers create their own online account?				
F3.3	Can customers view their course history?				
F3.4	Can courses be displayed online but not be available for registration online?				
F3.5	Please list online registration sites of some of your customers.				
F3.6	Can customers register for courses using mobile devices?				
F3.7	Can facility and field availability and fee structure be displayed online? Can a request to reserve a facility be submitted online?				
F3.8	Is there 'forgot my password' functionality?				
F3.9	Can the customer reprint a receipt?				
F3.10	Can customers fill out waivers or other instruction sheets from the site?				
F4	Facility Booking	Y	N	C	Comments
F4.1	Does the software have the ability to manage schedules for buildings, rooms in a building, fields, swim lanes, etc.?				
F4.2	Is there an option to rent an entire facility without having to select each individual room or part of a park?				
F4.3	Can capacity be set for a park or other facility?				
F4.4	Are fees easily adjusted and override the defaults?				

Appendices

F4.5	Can discounts be applied? Can they be applied to base fee and not to other fees or deposits?				
F4.6	Does the software prevent double bookings\conflicts?				
F4.7	Can the software track setup and cleanup times?				
F4.8	Manage damage deposits				
F4.9	Reservation wait list				
F4.10	Can pools be managed?				
F4.11	Can only certain functions be allowed at a facility?				
F4.12	Can contracts be amended or cancelled?				
F4.13	Can recurring bookings be set?				
F4.14	Can waivers be tracked?				
F4.15	Can the software show availability online?				
F4.16	Can a 'lighting' fee take effect at dusk?				
F4.17	Is there any existing integration with our work order system 'Lucity'?				
F4.18	Can 'administrative bookings' be scheduled?				
F4.19	Can ballfields be scheduled at the beginning of a season, but invoiced at the end of the season?				
F4.20	Can facilities be setup in different categories? For example, a category for City facilities, another for Schools, another for 'other'?				
F4.21	Can facilities be inactivated if they are no longer used?				
F4.22	With appropriate security, can a facility be double booked?				
F4.23	Can 'holiday rules' be setup so a facility can't be booked on Christmas (for example). Can this be overridden?				
F4.24	Is there a 'game rainout' feature?				
F4.25	Can rainouts for a season be tracked?				

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F5	Customer Management	Y	N	C	Comments
F5.1	Can a single person be part of multiple accounts? For example a child who is part of multiple households.				
F5.2	Is there the ability to email receipts and/or special offers?				
F5.3	Ability for clients to 'opt out' of receiving email.				
F5.4	Can email reminders be sent by course?				
F5.5	Is there a way to look up current and past registrations or facility bookings for an individual?				
F5.6	What is the search criteria available for looking up a customer? For example, last name, address, etc.				
F5.7	Is there a way to look up the classes offered by a certain age? In other words, all the classes we offer for a 3 year old.				
F5.8	Is there a way to register one person in multiple classes at the same time, rather than registering into each class separately, for instance, in all 10 weeks of day camp?				
F5.9	What information is on the registration screen? Being able to see the class name, day of the class, date starts & ends, time, location and room at that location, etc., as well as the customer's name, address, email, parent name if a child, and age if a child is all really helpful in the registration process.				
F6	Financial	Y	N	C	Comments
F6.1	Can your system track instructor pay rates in multiple formats, i.e. fixed fee, % of course fees, etc.?				
F6.2	Is credit card data stored in the database? If so, is it encrypted?				
F6.3	Can credit card data be stored for a defined length of time then automatically truncated to the last four digits?				

Appendices

F6.4	Are there 'per transaction' fees for online registration? Office registration? Refunds? Other?				
F6.5	Are multiple payment types accepted? Please describe.				
F6.6	Is there the ability to charge more for non-residents?				
F6.7	How does the solution manage refunds?				
F6.8	Is there the ability to manage scholarships? Gift Certificates? Other discounts?				
F6.9	Is there the ability to pro-rate classes?				
F6.10	Can the system support taxes for only some courses but not others?				
F6.11	Can there be multiple fees associated with a course?				
F6.12	Is the system cash or accrual based?				
F6.13	List payment clearing houses that work with your solution if payment processing remains self-hosted.				
F6.14	If cloud based, how often would funds be deposited into our account?				
F6.15	Can there be different tax rates, ie higher rate for food than courses?				
F6.16	Is there an export function to create a file to import into our financial system (Sungard's IFAS), or the ability to have a direct interface?				
F6.17	Does the system have a full accounting audit trail that shows who made a particular accounting transaction, when the transactions was made, and where it was made from?				
F6.18	Does the system allow customers the option of either keeping a credit balance or receiving a refund?				
F6.19	Can credit card fees be passed on to the customer?				

Appendices

F6.20	Can courses have various fees and taxes? For example can one course be taxed, another not taxed, or special fees be charged?				
F6.21	Can each employee or location use separate terminals?				
F6.22	Are prorated refunds available? For example can everyone in a class be refunded for 1 class session that is cancelled?				
	Security	Y	N	C	Comments
S1	Does the proposed solution provide a configurable audit trail? Please describe.				
S2	Does the proposed solution allow for varying levels of administrator security? For example, could our helpdesk have access to change passwords but not setup new users or process transactions?				
S3	Is TLS 1.1 and TLS1.2 encryption or newer supported?				
S4	Can user logins be integrated with Active Directory?				
S5	Do user logins have to be integrated with Active Directory?				
S6	Can users reset their own password?				
	Reporting	Y	N	C	Comments
R1	Are the following reports standard within the system:				
	Class Roster				
	Registration Receipt				
	Instructor schedule				
	Class list				
	Report by payment type				

Appendices

	GL category				
	Class list by GL or supervisor by session				
	Class list by registration date or participant age				
	Facility schedule				
	Daily balance				
	Refunds processed				
	Course listing				
	Waitlist				
	Rental Contracts				
	Report by Client				
	By facility				
	Schedule of all facilities or classes for a week with notes				
	Field baseline				
R2	How many standard reports are there in all?				
R3	Is there the ability to limit reports by various criteria?				
R4	Is there the ability to create custom reports? If so, using what tool?				
R5	Can reports be scheduled and auto delivered via email?				
R6	Will we have access to your data dictionary to aid in report writing?				
R7	Is there the ability to reprint receipts?				

FORM 6: PRICE PROPOSAL

[Please complete Form 6 using the actual form.]

Form 6 is electronically embedded in this document. Please “click” on the icon below to open this document.



Form 6 - Price
Proposal

Please embed your completed Form 6 in this section.

TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 7: CUSTOMER REFERENCES

[Please complete Form 7 using the actual form.

Form 7 is electronically embedded in this document. Please “click” on the icon below to open this document.



Form 7 - Customer
References

Please embed your completed Form 7 in this section.

TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

FORM 8: KEY PROJECT STAFF BACKGROUND INFORMATION

[Complete the following table for each of the key project staff members. Use your word processor's copy and paste commands to create additional copies of this table as necessary. Please allow one page for each table. **At a minimum, key staff must include your proposed project manager and key contributors to this project.** TEXT WITHIN THESE BRACKETS IS TO BE DELETED IN YOUR RESPONSE.]

Vendor Name	
Staff member name	
Position in the company	
Length of time in position	
Length of time at company	
Project position and responsibilities	
Education	
Previous work experience	
Skills and qualifications for the project position.	

Appendices

RFP AMENDMENTS

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

VENDOR'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the City.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

PROPOSAL VAILIDITY PERIOD

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful vendor.

CITY TAXATION

The contractor awarded said contract will be required to purchase a City of Kirkland Business License.

Appendices

PUBLIC RECORDS

“Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the “documents”) become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents provided by a vendor in response to this RFP, it will promptly notify the vendor at the address given in response to this RFP that it has received such a request. Such notice will inform the vendor of the date the City intends to disclose the documents requested and affording the vendor a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.”

ACQUISITION AUTHORITY

This RFP and acquisition are authorized pursuant to [KMC 3.85.200](#) and [RCW 39.04.270](#).

CONTRACT AWARD AND EXECUTION

- The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.
- The general conditions and specifications of the RFP and as proposed by the City and the successful vendor's response, as amended by agreements between the City and the vendor, will become part of the contract documents. Additionally, the City will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.
- The vendor selected as the apparently successful vendor will be expected to enter into a contract with the City.
- If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next-highest-ranked vendor.
- No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

Appendices

DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

In addition to other standard contractual terms, the City will require the selected vendor to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

The vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Scope of Insurance

1. Insurance Services Office Commercial General Liability coverage ("occurrence" form CG0001) (Ed.10/1/93), or, Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 (Ed. 1/81) covering Broad Form Comprehensive General Liability.
2. Insurance Services Office form number CA 0001 (Ed. 12/93), covering Automobile Liability code 1, "any auto", for activities involving other than incidental personal auto usage.
3. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
4. Consultant's Errors and Omissions or Professional Liability applying to all professional activities performed under the contract.

B. Minimum Levels of Insurance

1. Comprehensive or Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Appendices

4. Consultant's Errors or Omissions or Professional Liability: \$1,000,000 per occurrence and as an annual aggregate.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. In the event the deductibles or self-insured retentions are not acceptable to the City, the City reserves the right to negotiate with the Contractor for changes in coverage deductibles or self-insured retentions; or alternatively, require the Contractor to provide evidence of other security guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Provisions

Wherever possible, the policies are to contain, or be endorsed to contain, the following provisions:

1. General or Commercial Liability and Automobile Liability Coverages

a. The City, its officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.

b. The Contractor's insurance shall be primary insurance as respects the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees or volunteers.

d. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current Bests' rating of A:XII, or with an insurer acceptable to the City.

F. Verification of Coverage

Contractor shall furnish the City with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the City as an "additional insured" except for coverages identified in A.4. above. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall require subcontractors to provide their own coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, Contractor shall review coverage with the City's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

EQUAL OPPORTUNITY COMPLIANCE

The City is an equal opportunity employer and requires all Proposers to comply with policies and regulations concerning equal opportunity.

The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual orientation, age, or physical handicap.

OTHER COMPLIANCE REQUIREMENTS

In addition to nondiscrimination and equal opportunity compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to: protection of public and employee safety and health, environmental protection, waste reduction and recycling, the protection of natural resources, permits, fees, taxes, and similar subjects.

OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become the property of the City.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the Proposer by the City, and all other documents to which the Proposer's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

ATTACHMENTS

ATTACHMENTS

Attachment A: Non-Collusion Certificate

NON-COLLUSION CERTIFICATE

STATE OF _____)
COUNTY OF _____) ss.

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the City of Kirkland for consideration in the award of a contract on the improvement described as follows:

Class Registration and Facility Booking Software

(Name of Firm)

By: _____
(Authorized Signature)

Title _____

Sworn to before me this _____ day of _____, _____ .

Notary Public

CORPORATE SEAL:

ATTACHMENTS

Attachment B: Non-Disclosure Agreement



NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("the Agreement") is made this ____ day of _____, 2016, by and between the City of Kirkland, a municipal corporation of the State of Washington (the "City"), and _____, a __ corporation ("the Vendor").

Whereas, the Vendor <is the successful candidate/wishes to submit a proposal>for the Class Registration and Facility Booking Software; and

Whereas, the Vendor will need to review confidential information ("the Confidential Information") belonging to the City in order to be able to <prepare its proposal/complete this project>, which the City does not want disclosed; and

Whereas, in consideration for being allowed to see the Confidential Information so that it can prepare a proposal, the sufficiency of such consideration being hereby acknowledged, Vendor is willing to enter into this Non-Disclosure Agreement,

Now therefore, as evidenced by their signatures below, the parties hereby agree as follows:

1. The Vendor shall maintain and protect the confidentiality of the Confidential Information, the Vendor shall not disclose the Confidential Information to any person or entity and shall not challenge, infringe or permit or assist any other person or entity to disclose the Confidential Information or challenge or infringe any of the City's license rights, trade secrets, copyrights, trademarks or other rights respecting the Confidential Information.
2. Except pursuant to a written agreement between the parties, the Vendor shall not directly or indirectly, i) provide, make, use or sell, or permit or assist any other person or entity to provide, make, use or sell any services, devices or products incorporating any protected feature embodied in any of the Confidential Information; ii) apply for or seek to register, or otherwise attempt to create, establish or protect any patents, copyrights or trademarks with respect to any of the Confidential Information; or iii) use any name used by the other party, whether or not subject to trademark protection, or any confusingly similar name.
3. The Vendor shall not disclose the Confidential Information except to those persons employed by the Vendor, or its affiliates or subsidiaries, who have reasonable need to review the Confidential Information under the terms of this Agreement.
4. Vendor shall not make any copies, drawings, diagrams, facsimiles, photographs or other representations of any of the Confidential Information.
5. Upon request by the City, Vendor shall immediately return any Confidential Information in its possession, including all copies thereof.

ATTACHMENTS

6. Notwithstanding other provisions of this Agreement, the Agreement does not restrict the Vendor with respect to the use of information that is already legally in its possession, that is available to the Vendor from other sources without violating this Agreement or the intellectual property rights of the City or that is in the public domain. Notwithstanding other provisions of this Agreement, this Agreement also shall not restrict the Vendor from providing, making, using or selling services, devices or other products so long as the Vendor does not breach this Agreement, violate the City's intellectual property rights or utilize any of the Confidential Information.
7. The covenants in this Agreement may be enforced a) by temporary, preliminary or permanent injunction without the necessity of a bond or b) by specific performance of this Agreement. Such relief shall be in addition to and not in place of any other remedies, including but not limited to damages.
8. In the event of a suit or other action to enforce this Agreement, the substantially prevailing party shall be entitled to reasonable attorneys' fees and the expenses of litigation, including attorneys' fees, and expenses incurred to enforce this Agreement on any appeal.
9. The Agreement shall be governed by and construed in accordance with Washington law. The King County Superior Court or the United States District Court for the Western District of Washington at Seattle (if federal law is applicable) shall have the exclusive subject-matter jurisdiction of matters arising under this Agreement, shall have personal jurisdiction over the parties and shall constitute proper venue for any litigation relating to this Agreement.
10. For purposes of this Agreement, all covenants of the Vendor shall likewise bind the officers, directors, employees, agents, and independent contractors of the Vendor, as well as any direct or indirect parent corporation of the Vendor, direct or indirect subsidiary corporations of the Vendor and any other person or entity affiliated with or related to the Vendor or to any of the foregoing persons or entities. The Vendor shall be liable to the City for conduct of any of the foregoing persons or entities in violation of this Agreement to the same extent as if said conduct were by the Vendor.
11. The Vendor shall not directly or indirectly permit or assist any person or entity to take any action which the Vendor would be barred by this Agreement from taking directly.
12. This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the day and year first written above.

CITY OF KIRKLAND

<Company Name>

By:_____

By:_____

Its:_____

Its:_____

ATTACHMENTS

Attachment C: Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

Class Registration and Facility Booking Software

Job #14-16-IT

The City of Kirkland, Washington, a municipal corporation ("City") and _____,
whose address is _____ ("Consultant"), agree and contract as follows:

I. SERVICES BY CONSULTANT

A. The Consultant agrees to perform the services described in Attachment ____ to this Agreement, which attachment is incorporated herein by reference.

B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.

II. COMPENSATION

A. The total compensation to be paid to Consultant for these services shall not exceed \$_____, as detailed in Attachment _____.

B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all work performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.

C. The Consultant shall be paid monthly on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.

D. The City shall have the right to withhold payment to Consultant for any work not completed in a satisfactory manner until such time as Consultant modifies such work to the satisfaction of the City.

E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

ATTACHMENTS

III. TERMINATION OF AGREEMENT

The City or the Consultant may terminate this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

IV. OWNERSHIP OF WORK PRODUCT

A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.

B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.

C. Methodology, materials, software, logic, and systems developed under this contract are the property of the Consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.

V. COMPLETION DATE

The estimated completion date for the Consultant's performance of the services specified in Section I is September 1, 2017.

ATTACHMENTS

Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

VII. SUCCESSORS AND ASSIGNS

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

VIII. NONDISCRIMINATION

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of [RCW 49.60.180](#), as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in [RCW 49.60.180](#) or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of [RCW 49.60.215](#) or other applicable law prohibiting discrimination.

IX. HOLD HARMLESS/INDEMNIFICATION

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, [Title 51 RCW](#), solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

X. LIABILITY INSURANCE COVERAGE

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

ATTACHMENTS

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

ATTACHMENTS

2. The Consultant shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Occurrence Basis

Any policy of required insurance shall be written on an occurrence basis.

XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with [Kirkland Municipal Code Chapter 7.02](#).

XII. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

XIII. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

ATTACHMENTS

XIV. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

XV. ADDITIONAL WORK

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this contract. Any such work or services shall be considered as additional work, supplemental to this contract. Such work may include, but shall not be limited to, additional training or professional services. Additional work shall not proceed unless so authorized in writing by the City.

Authorized additional work will be compensated for in accordance with a written supplemental contract between the Consultant and the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

By: _____

By: _____
Kurt Triplett, City Manager

Date: _____

Date: _____